

1999 UPDATE

**POM-02 NAVY ENVIRONMENTAL
REQUIREMENTS GUIDEBOOK**



CHAPTER 0

GENERAL OVERVIEW

N45 CONTACT

Frank Fucci (N45C1)
(703) 602-6843

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POM-02 NAVY ENVIRONMENTAL REQUIREMENTS GUIDEBOOK

GENERAL OVERVIEW

A. Introduction:

1. Purpose: The Navy Environmental Requirements Guidebook (Guidebook) provides guidance for use by activity staff in preparing environmental program requirements submissions for consideration during the Program Review (PR) and Program Objective Memorandum (POM) process. The Guidebook was developed by the Naval Facilities Engineering Command (NAVFAC) at the direction of the Chief of Naval Operations (CNO) Environmental Protection, Safety and Occupational Health Division (N45). The Guidebook assists major claimants and activities in identifying the nature and scope of environmental program requirements and, where possible, provides cost estimating guidance for specific requirements.

2. Use of the Environmental Requirements Guidebook: The Guidebook was developed as a tool to assist environmental engineers and specialists to identify and estimate the cost of applicable requirements for resource planning and submission of requirements. It is important that the user understand that the Guidebook only provides general cost guidance and not site specific cost estimates. Site-specific detailed requirements/cost estimates must be used for development of the POM 2002 (POM-02) funding requirements in lieu of cost guidance provided in the Guidebook. The POM-02 submittal requires cost estimates of out-year requirements through FY 2007. In all cases, it is necessary for knowledgeable individuals to select project types and costs which are relevant to the specific activity and to tailor the cost estimates appropriately. The NAVFAC Engineering Field Divisions / Activities (EFD/As) are available to assist activities in this effort.

- a. [Appendix A](#) contains an “Area of Responsibility Map” identifying NAVFAC EFDs and their EFAs as well as the regional responsibilities of each EFD/A.
- b. [Appendix B](#) lists NAVFAC technical points of contact, sorted by specialty (Guidebook chapter) and by locality.
- c. [Appendix C](#) provides a cross reference matrix between 1997, 1998 and 1999 Guidebook Items. This matrix lists all Guidebook projects from 1997 and identifies the following changes relative to the 1999 Guidebook projects:
 - Projects with new Guidebook Numbers in 1999.
 - Projects deleted in 1999.
 - Projects combined to form new projects in 1999.
 - New projects added in 1999.
- d. [Appendix D](#) provides project justification guidance.
- e. [Appendix E](#) is the POM Preparation Instruction (PPI) Table.

Activities should contact local cognizant engineering field staff as appropriate. N45 contacts listed at the beginning of each Guidebook chapter should only be contacted regarding Navy-wide policy issues. Although the Guidebook was developed for direct (appropriation) funded POM-02 requirements input, Navy Working Capital Fund (NWCF) activities may also find this information useful and are encouraged to contact the listed points of contact in the management of their program.

3. **Organization:** Each Guidebook chapter contains two sections; the first addresses an overview of regulatory assumptions and their impact on Navy activities; the second is the menu of Guidebook Items identifying specific regulatory requirements and providing cost estimating guidance. The Guidebook is organized as follows:

Chapter 0: General Overview	Chapter X: Pollution Prevention and Executive Order Requirements
Chapter I: Clean Air Act (CAA) Requirements	Chapter XI: RESERVED
Chapter II: Resource Conservation and Recovery Act (RCRA) Requirements	Chapter XII: Natural Resource Requirements
Chapter III: Solid Waste Requirements (RCRA-D)	Chapter XIII: National Environmental Policy Act (NEPA) Requirements
Chapter IV: Ordnance Related Requirements	Chapter XIV: Cultural Resource Requirements
Chapter V: Safe Drinking Water Act (SDWA) Requirements	Appendix A: Hotline Directory Map
Chapter VI: Toxic Substances Control Act (TSCA) Requirements	Appendix B: Points of Contact Listed by Chapter
Chapter VII: RCRA UST Program Requirements	Appendix C: 1997/1999 Guidebook Matrix
Chapter VIII: Clean Water Act (CWA) Requirements	Appendix D: Project Justification Guidance
Chapter IX: Oil and Hazardous Substances Spill Prevention and Response Requirements	Appendix E: POM Preparation Instruction (PPI) Table

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4. **Overview of Regulatory Assumptions:** The overview of regulatory assumptions section provides broad guidance on legal regulatory requirements applicable to Navy activities for the next two to six years. Highlights are provided for key existing statutes and regulations as they impact Navy activities. Future legislative activity and its potential impact on Navy activities is also discussed.

5. **Explanation of Guidebook Items and Environmental Program Requirements (EPR) Data Entries:** Guidebook Items have been developed to cover the spectrum of environmental program requirements faced by Navy activities and provide assistance to activity personnel in determining which requirements are applicable to their installation. Activities should always use historical or professional estimates of a Guidebook Item's cost. The cost guidance provided in the Guidebook should be used only as a general reference to evaluate the validity of the historical or professionally generated cost estimate. The Guidebook Items in each chapter have been ordered by Guidebook number and re-formatted to reflect the use of EPR software for requirements entry, tracking and submission. The EPR software has more fields in its project section than those listed below. However, for the POM-02 data call only those listed below are required. The EPR software is available on DENIX. Note that many of the required fields have on-line definitions available via the "F1" key, and a pick-list of acceptable options is provided in a pull-down menu. The table of contents of each chapter groups Guidebook Items by subject. The following template identifies and briefly describes each element of a Guidebook Item for the POM-02 data call.

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Guidebook Item Template and EPR Data Entry Explanations

Guidebook #:	Guidebook number assigned to each Guidebook Item. Field to indicate Guidebook number. The first two digits indicate the chapter.
Project Name:	Title assigned to a Guidebook Item. Activities may adjust this title to suit their requirements.
Requirement:	A narrative description of the statute/regulation driving the particular requirement(s) is provided for information purposes. This information is entered into the EPR Data Field for Narrative. The corresponding statute or regulation reference follows.

EPR Data Entries

Project Name:	Title assigned to a Guidebook Item. Activities may adjust this title to suit their requirements.
Law/Regulatory Area:	Indicates the major environmental law or regulation which requires the submission of a project. Select an option from the pull-down list in the EPR software.
Environmental Category:	This is a dependent subdivision under Law/Regulatory Area. It is the U.S. Environmental Protection Agency (EPA) category which best identifies the type of pollutant to be controlled or the action area of the project (e.g., training). Select an option from the pull down list in the EPR software.
Project Assessment:	See N45 instructions or Appendix D for definitions of level. High/Medium/Low (H/M/L). If the Item is Navy Assessment Level 1, it will be High; if Level 2-5, activity will decide. Select an option from the pull down list in the EPR software.
Compliance Status:	Identifies the current compliance status of the pollution source for which this project is being requested. Codes have been established by EPA. Select the best option from the pull down list in the EPR software. This entry automatically changes the Class entry field.
Pillar:	Indicates the Department of Defense (DoD) environmental program area or category (C2P2), namely: Compliance (CMP), Conservation (CNS), or Pollution Prevention (PVN). Select an option from the pull-down list in the EPR software. This Item is dependent on the inputs for the Law/Regulatory area and Environmental Category Items. The only exception is when MULT is selected for Law/Reg, the user must then specify the appropriate Pillar designation for the project.

Fund Command: Indicates the claimant providing the funds for the project. Select an option from the pull down list in the EPR software.

Resource Sponsor: Identifies the Code responsible for programming funding to meet Navy objectives. Select an option from the pull-down list in the EPR software. For almost all Navy activities, the Resource Sponsor is 04 (N4-Logistics) with the following exceptions:

09B	N09B:	USNA:	U.S. Naval Academy
07	N7:	NPGS: NWC:	Naval Post Graduate School Naval War College
91	N091:	MRTFB:	Activity operations costs

Cookbook #: See previous comments on Guidebook #. Insert the appropriate guidebook # into the cookbook # data field in EPR. (R

PPI #: The PPI number must be entered by the user for all “active” projects. It defines the appropriate category on both POM and budget submission documents, where the particular project requirement should be included. The PPI number assigned to a given project must be consistent with the Progress Code, e.g. recurring projects must use Progress Code 9 and PPI numbers 1 through 8; non-recurring projects use Progress Codes 1 through 4 and PPI numbers 9 through 27. (See [Appendix E](#) for PPI number titles and descriptions).

Progress Code: Indicates the stage or phase of the project. Selections “1, 2, 3, or 4” indicate **non-recurring costs** and “9” (CONTIN) is for **recurring costs**. If a project is complete, answer #5 (COMPL). If a project has been discontinued, answer #6 (DISC). If you want to defer a particular record, you use #7 (DEFER). If the project has been corrected by some other process, answer #8 (OTHER). Select an option from the pull-down list in the EPR software.

P2 Category: The user must determine if the project is a pollution prevention project and if so select an option from the pull-down list in the EPR Software. The codes correspond to the description that best characterizes the pollution prevention activity. This field can be left blank, if an environmental requirements project does not address pollution prevention.

Navy Assessment Level: **Level 1** (Legal Requirement) – Requirements derived from existing laws, regulations and Executive Orders (E.O.) which apply to Navy activities, installations, ships, aircraft, and operations. These OMB/EPA Class 0, I, or II projects/ongoing efforts include responding to applicable Federal, state and local requirements (e.g. RCRA, CWA, CAA, SDWA, NEPA, TSCA; and E.O.s such as 12088 (Federal agency compliance), 12843 (ODS

conversion/replacement), 12856 (P2 and EPCRA) and 13101 (recycling). Level 1 includes overseas host nation laws and Final Governing Standards (FGS). Level 1 also includes costs of ongoing compliance, such as: manpower, training, travel and program management (OMB/EPA Class 0).

Level 2 (Navy Policy) – Requirements are those derived from DoD and/or Navy policy. These projects/proposed efforts are not mandated by law or other Federal, state or local regulations/orders, but reflect implementation of Navy and DoD policy decisions and initiatives (e.g., PCB elimination).

Level 3 (Pending Regulation) – Requirements derived from pending Federal, state or local regulations under development (where publication is scheduled). Using, if available, model state regulation/permit standards.

Level 4 (Future requirements) – Requirements derived from future potential Federal, state or local legislation. These requirements are speculative in nature.

Level 5 (Leadership Initiatives) – Requirements based on local proactive Navy initiatives not mandated by law, regulation, E.O. or policy.

AG/SAG: This Item must be entered by the user. Provides the Activity Group/Sub-Activity Group code for Operation and Maintenance, Navy (O&MN) /, Operation and Maintenance, Naval Reserve (O&MNR) funded projects only. Otherwise leave blank.

Approving Command: Indicates the claimant with the authority and responsibility for approving the project. Select an option from the pull-down list in the EPR software.

Regulatory Authority: Identifies the Regulatory Authority of the particular Guidebook Item, either: **1** (Federal), **2** (State), **3** (Local), **4** (Navy Policy), **5** (Host Nation Law), **6** (FGS), or **7** (Other). Use the numerically lowest category which is applicable. Select an option from the pull-down list in the EPR software.

Comments: Provides additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates) See paragraph B.3 of Appendix D for examples and for appropriate format of cost

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information. This field allows for up to 5,000 characters to be entered.

Narrative: A location for providing justification for funding of a particular project or Guidebook Item. (See [Appendix D](#) for examples and for appropriate format). Use information provided as guidance by this Guidebook under the sections “requirement,” “other comments” and “cost guidance,” as well as local information that is available.

Funding: A location for providing funds requested for each year of the PR or POM cycle.

Fund Code: Indicates the source of funding for this Guidebook Item. Select an option from the pull down list in the EPR software. For POM-02 acceptable EPR entries will be O&MN, O&MNR, RPMD (Real Property Maintenance, Defense), or MCN (Military Construction, Navy). Only the initial procurement, construction, modification of a facility or appurtenance is considered a valid environmental funding requirement and the appropriate EPR entry is “O&MN.” The subsequent operation, modification due to mission requirements, maintenance, repair, and eventual replacement is considered a Real Property Maintenance (RPM) funding requirement and the appropriate EPR entry is “RPMD.” Non-environmental items such as maintenance have been identified by adding an “M” to the Guidebook # (e.g., [01026M](#)). For all projects that reach the appropriate limit of Military Construction (MILCON) the appropriate EPR entry is “MCN.”

Other Comments: This Item is for any additional comments regarding the specific project and to further clarify any of the above Guidebook Item elements.

Effective Date: The date the requirement became effective or is projected to go into effect.

Cost Guidance: Cost estimating guidance for the Guidebook Item. This information should be used only as a general reference in validating the local historical cost data or specific professional estimate for a project. (R

6. **Generic Guidebook Items:** Certain generic Guidebook Items are provided to better identify requirements in the following areas: Training, Travel (related to training), State Requirements, Local Requirements, Overseas Requirements, Program Fees, and Miscellaneous Requirements. These generic Guidebook Items are found at the end of each chapter along with any specific Guidebook Items in these areas (e.g., Asbestos Training, Air Operating Permit Fees). The table below provides the title and reference number for these generic Guidebook Item:

Generic Guidebook Items	
Training	XX940
Travel Related to XX940	XX949
Specific State Requirements	XX950
Specific Local Requirements	XX960
Specific Overseas Requirements	XX970
Program Fees	XX980
Miscellaneous Requirements	XX999

a. Training: N45 has clarified training classifications for POM-02. Careful attention to Training needs for POM-02 will assist N45 in providing the specific numbers and types of courses needed; you should prepare to substantiate requests with names and job descriptions of staff requiring requested training resources. For POM-02, Level 1 requirements include not only the training specifically mandated by environmental regulation, but also such training as is necessary to competently perform various compliance job functions. For overseas activities, training necessary to comply with Final Governing Standards and Host nation laws is also considered Level 1.

The following guidance is provided for the generic Training Guidebook Item listed above. Legal requirements derived from existing laws, Federal regulations and Executive Orders(E.O.) that apply to all Navy installations, platforms and operations, afloat and ashore. These are environmental training requirements and are assessed as Level 1-5.

Level 1 (Legal Requirement): Includes all training required by laws or implementing regulations; as well as training necessary for Navy personnel to identify and complete actions required to ensure sustained Navy compliance with applicable environmental requirements. For example, the CAA contains requirements for training of air quality managers in order to ensure CAA compliance by the activity. This is a level 1 training requirement ([01940](#)). However, training which enables an environmental manager to properly prepare EPR reports, identify applicable compliance requirements, properly label hazardous waste drums, or recognize pollution prevention opportunities is also a level 1 requirement as Navy environmental personnel cannot effectively discharge their duties without such training.

Level 2 through 4 requirements are derived from DoD and/or Navy policy, pending Federal, state, or local regulations under development, and future potential Federal, state, or local legislation. Level 5 requirements are based on local proactive Navy initiatives not mandated by law, regulation, E.O. or policy.

Managers should identify all Level 1 training requirements in their areas of responsibility and develop the funding requirements accordingly. Additionally, funding requirements should include the costs involved in operation of an effective general awareness and command-specific environmental training program developed and conducted within the command.

b. Travel: Submit only travel costs associated with training which cost for any single year is more than \$5,000. Training-related travel costs are to be submitted in separate projects (see Guidebook Item XX949); travel costs should include all cost of necessary food and transportation but may not exceed the joint travel regulation (JTR) allowance for room and board. Salary while on training is not to be included in the Training nor in the Travel for Training project. All estimates should include appropriate adjustments for use of BEQs, BOQs, and government mess facilities as appropriate, wherever adequate facilities are reasonably expected to be available. For training available through CECOS, estimates shall presume CECOS will provide training available in Navy concentration areas (i.e., Norfolk VA, Jacksonville FL, San Diego CA, Bremerton WA, Pearl Harbor HI) and estimates should be based on training within the respective Navy concentration area. Activities outside Navy concentration areas (i.e., those along the Gulf coast, and in the Northeast) shall presume travel will be required to the closest Navy concentration area.

c. Specific State Requirements: Specific State requirements which are either more stringent than or not addressed in existing Federal requirements.

d. Specific Local Requirements: Specific local requirements which are either more stringent than or not addressed in existing Federal or State requirements.

e. Specific Overseas Requirements: Overseas activities should use Guidebook Items that most closely describe their requirement. The generic Guidebook project XX970 should be used when a Specific Overseas Environmental Baseline Governing Document (OEBGD) or FGS requirements is not addressed in existing Guidebook Items. (A

f. Program Fees: Payment of fees to regulatory agencies to support pollution control and abatement requirements.

g. Miscellaneous Requirements: Every effort has been made to develop Guidebook Items to reasonably cover the full spectrum of environmental program requirements. Activities are advised to use the Guidebook Item which most closely corresponds to their specific requirement. Recommend activities contact their local EFD/As for assistance in determining the optimal Guidebook Item for their non-standard projects or recurring costs. In those cases where no Guidebook Item appears to match an activity requirement, activities should use the Miscellaneous Requirements (Guidebook # XX999) Guidebook Item. Describe the project briefly but concisely in the project title. Avoid using the term “miscellaneous.” Activities are cautioned to use this Guidebook Item sparingly and only when no other Guidebook Item applies.

B. Guidance for POM-02 Programming

1. Determining the Assessment and Resource Sponsor

Actions programmed for POM-02 should be as “O&MN” for Environmental Compliance Funding Requirements, “RPM” for Real Property Maintenance Funding Requirements, or “MILCON” for Military Construction Funding Requirements. Both O&MN and RPM actions that exceed the MILCON limit are classified as MILCON Items. The fact that failing to fund or properly execute requirements has an environmental compliance impact (e.g., sewer I/I studies-maintenance-repair, maintenance of sewage treatment works, replacement of bag-house filters, maintenance of continuous monitoring equipment, etc.) does not make them eligible for environmental compliance resources. Requirements necessitated by modification or expansion of existing facilities, construction of new facilities, or new mission requirements are not environmental. In general, the criteria to differentiate between a maintenance/repair/operations (RPM/OBOS) requirement and an environmental (O&MN/O&MNR) Item can be summarized as follows in the

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- The *initial* procurement/construction/modification of a facility or appurtenance as well as its expansion to achieve compliance with an environmental legal driver is a valid environmental program funding requirement and therefore an O&MN/O&MNR Item.
- The *subsequent* operation, maintenance, repair and eventual replacement of such facility or appurtenance is an RPM Item.

Note: Both initial and subsequent environmental permit applications, studies, plans, etc. required by an environmental legal driver and not exclusively by operational, maintenance, and repair requirements of existing facilities and appurtenances are also considered valid environmental program funding requirements and therefore O&MN Items.

N45 is the Assessment Sponsor for all environmental requirements. Resource Sponsorship for environmental (O&MN/O&MNR) requirements is shared by N4, N09B and N7. N44 or N46 will be the Resource Sponsor for RPM requirements. N44 is both the Assessment Sponsor and Resource Sponsor for Family Housing requirements.

2. Funding Guidance for POM-02:

The purpose of the POM-02 Shore Environmental Quality Baseline Assessment is to identify, justify, and validate environmental requirements (O&MN, O&MNR and MILCON) for the period from FY 2002 through FY 2007. Although related, this process should not be confused with the FY2001 budget process that covers fiscal years 1999 through 2001.

a. Funding Requirements that are Due During the Budget Years (FY 2000 and FY 2001): POM-02 provides for program adjustments beginning in FY 2000. Non-recurring requirements which are due during the budget years, i.e., Class I requirements in FY 2000, or will be Class I in FY 2001, must be funded in the budget process, not POM-02. It is not appropriate for the Navy to maintain or create a non-compliance situation by deferring such requirements to the out-years of POM-02. Likewise, N45 will not validate recurring project requirements in POM-02 unless funding for the preceding budget years was appropriately displayed within total budget controls.

b. Funding of Multiyear Projects: Multiyear actions (more than one year split-funded) should clearly state such situation in the “Narrative” section of the EPR. Provide enough information that clearly indicates if, for example, funding assigned for one year is for design, and/or if work on many facilities will be staged in several years (e.g., emission controls for 10 boilers will be installed at a rate of five per year, or 20 underground storage tanks will be replaced at a rate of five per year).

c. Funding of Asbestos Related Projects: Although asbestos is regulated under several environmental statutory requirements (e.g., CAA, TSCA), most actions required to comply with asbestos regulations are triggered by mitigation requirements of occupational hazards and therefore should be funded by RPM/OBOS or by the CNO’s Hazard Abatement Program, and, therefore, no Guidebook Item for asbestos is provided. For environmental requirements related to asbestos use Guidebook Items [01940](#) and [01999](#) for CAA requirements or [06940](#) and [06999](#) for TSCA requirements. As indicated in [paragraph B.2.a](#) of this Chapter, non-recurring requirements which are due during the budget years, i.e., Class I requirements in FY 2000, or will be Class I in FY 2001, must be funded in the budget process, not POM-02. (A

d. Funding of Family Housing Projects (FHP): Actions required to comply with environmental regulations at facilities whose plant account belongs to Family Housing are funded by Family Housing funds and, therefore shall not be included in the environmental requirements submissions for consideration during the POM-02 process.

C. Manpower and General Program Management Requirements

1. Guidebook Items 00000, 00940, and 00999: The following three Guidebook Items ([00000](#), [00940](#), and [00999](#)) will be used to identify requirements for manpower, general program support, and training.

[00000 Manpower-Compliance, Manpower-Conservation, and/or Manpower-Pollution Prevention](#): The manpower requirement should reflect the total funding for direct funded full time equivalent (FTE) workyears supporting the environmental quality (i.e., compliance, conservation and pollution prevention (C²P²)) program. FTE’s funded by other than the O&MN or O&MNR appropriation accounts (e.g., ER,N or NWCF) should not be included.¹ Manpower funding requirements should be consistent with O&MN/O&MNR budget submissions and other budget reports, such as the annual Department of Defense Environmental Quality Report to Congress. Manpower funding data may be entered as more than one project to differentiate between the pillars: compliance, conservation or pollution prevention. For those activities where a small staff oversees all facets of the environmental program, and it would be difficult to pro-rate a full time equivalent workyear across the pillars, use the compliance pillar as the default.

[00940 ENVIRONMENTAL TRAINING](#): This Item covers environmental training which includes recurring administrative costs for developing and maintaining the capability of managing environmental programs and are not specifically related to a single environmental law. Therefore, they constitute program “overhead” necessary to manage adequately requirements that have specific environmental legal drivers. Each course should be identified/justified as a separate recurring project

¹ Costs for purchased products or services provided whole or in part by in-house personnel should be identified in the appropriate Guidebook chapter as a specific project requirement and not included in the manpower requirement.

00999 GENERAL PROGRAM SUPPORT: This broad-based category is used to identify costs not specifically related to a single environmental law. In the current atmosphere of shrinking budgets, overhead costs must be reduced. General program management projects must be specifically identified by project title and appropriately justified. While “General Program Management” will be used to identify this category of requirement, it will not be accepted as a title for a specific project within the general Guidebook category. Whenever possible, program management costs should be tied to a legal driver and identified in the appropriate Guidebook chapter.

The major claimants and activities may group small cost line items into a consolidated program management project. As a general rule, a project costing less than \$1,000 per year need not be included as a separate requirement. Use Guidebook Item XX999 for program management projects. As stated above, program management costs should be tied to the most appropriate statute. For example: use 02999 for RCRA program management, 08999 for Clean Water Act program management. Project 00999 is used only for program management costs that apply to multiple statutes and cannot reasonably be broken out and identified under a specific statute.

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Guidebook #: 00000

Project Name: Manpower-Compliance, Manpower-Conservation, and / or Manpower Pollution Prevention

Requirement: Activities are required to provide staffing necessary to manage an activity's environmental responsibilities. This Guidebook Item reflects salary and related benefit costs.

EPR Data Entries

Project Name: Manpower-Compliance, Manpower-Conservation, and/or Manpower Pollution Prevention (field must be entered by user)

Law/Regulatory Area: MULT (pick field from EPR)

Environmental Category: PGMT (pick field from EPR, Law/Reg dep.)

Project Assessment: H/M/L (pick field; high, medium, low)

Compliance Status: (pick field from EPR, automatically changes class)

Pillar: CMP or CNS or PVN (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 00000 (field must be entered by user)

PPI#: 1 (field must be entered by user, see [Appendix E](#))

Progress Code: 9 (pick field from EPR)

P2 Category: (select best option, pick field from EPR)

Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1, 4-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates) See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Guidebook #:	00000 (Continued)
Project Name:	Manpower-Compliance, Manpower-Conservation, and / or Manpower Pollution Prevention
Narrative:	(Give a detailed description of the project in accordance with Appendix D . Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)
Funding:	(Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is <u>for guidance only</u> . To estimate required funding use local information available or consult your EFD/EFA.)
Fund Code:	O&MN or O&MNR (pick field from EPR)
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Other Comments:	Manpower funding data can be differentiated by selecting PILLAR=Compliance (CMP), Conservation (CNS), or Pollution Prevention (PVN). This C2P2 distinction might result in multiple project numbers under manpower funding. The manpower funding data should reflect the number of direct funded full time equivalent (FTE) workyears supporting the environmental quality program.
Effective Date:	Current
Cost Guidance:	Budget year funding requirements will reflect current budget controls. Outyear requirements will be priced using pay raise guidance promulgated by ASN(FM&C).

Guidebook #: 00940

Project Name: Environmental Training

Requirement: Recurring administrative costs associated with managing environmental programs may include program management and environmental training. These costs are not specifically related to a single environmental law, as described in Guidebook Chapters I through XIV. Therefore, they constitute program “overhead” relative to requirements having specific legal drivers. Each course should be identified/justified as a separate recurring project

EPR Data entries _____

Project Name: Training (field must be entered by user)
Law/Regulatory Area: MULT (pick field from EPR)
Environmental Category: TRNG (Pick field from EPR , Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: CMP (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04/09B/07 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 00940 (field must be entered by user)
PPI#: 2 (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 9 (pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 4 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates) See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.))

Guidebook #:	00940 (Continued)
Project Name:	Environmental Training
Narrative:	<p>(Give a detailed description of the project in accordance with Appendix D. Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)</p> <p>Justification: indicate need; type of training; number of employees and job description of employees to receive each type of training.</p>
Funding:	(Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is <u>for guidance only</u> . To estimate required funding use local information available or consult your EFD/EFA.)
Fund Code:	O&MN or O&MNR (pick field from EPR)
<hr/>	
Other Comments:	See additional information provided in section A.5.a. of this chapter.
Effective Date:	Current
Cost Guidance:	<p>Environmental Law for Non-Lawyers Course: CECOS course A-4A-0058 CDP 379C cost/student \$225 per offering.</p> <p>Advanced Environmental Law for Non-Lawyers Course: CECOS course A-4A-0068 CDP 3355 cost/student \$150 per offering.</p> <p>Health and Environmental Risk Communications Workshop: CECOS course A-4A-0072 cost/student \$600 per offering.</p> <p>Afloat Environmental Protection Coordinator Course: NAVOSHENVTRACEN course A-4J-0021 CDP 430U cost/student \$75 per offering</p> <p>Afloat Hazardous Material Coordinator Course: NAVOSHENVTRACEN course A-8B-0008 CDP 438F cost/student \$25 per offering</p> <p>Hazardous Materials Control and Management (HMC&M) Technician Course: NAVOSHENVTRACEN course A-322-2600 CDP 438D cost/student \$75 per offering</p> <p>Introduction to Hazardous Materials (Ashore) Course: NAVOSHENVTRACEN course A-493-0031 CDP 286Y cost/student \$25 per offering</p> <p>Advanced Environmental Management Course: CECOS course A-4A-0063 CDP 594Z cost/student \$225 per offering.</p> <p>Environmental Protection Course: CECOS course A-4A-0036 CDP 9554 cost/student \$300 per offering.</p>

Guidebook #: 00940 (Continued)

Project Name: Environmental Training

Cost Guidance (Continued): **Environmental Protection (Final Governing Standards, Overseas Only) Course:** CECOS course A-4A-0036 CDP 9554 cost/student \$350 per offering.
Environmental Audit Course: CECOS course A-4A-0079 CDP 33SS cost/student \$335 per offering.

Guidebook #:	00999
Project Name:	General Program Support
Requirement:	Recurring administrative costs associated with managing environmental programs to ensure compliance with applicable Federal, state and local laws, regulations and Executive Orders. These costs are not specifically related to a single environmental law, as described in Guidebook Chapters I through XIV. Therefore, they constitute program “overhead” relative to requirements having specific legal drivers. This includes: administrative supplies and equipment, information management systems, publications and subscriptions of a general nature, comprehensive inspections and evaluations; and administrative or general training and associated travel. Each of the aforementioned requirements should be identified/justified as a separate recurring project. DO NOT INCLUDE INDIVIDUAL/SPECIFIC RECURRING PROJECTS FOR “VEHICLE LEASING,” “VEHICLE MAINTENANCE,” ETC. Such costs (if essential to the successful execution of the environmental program) can be consolidated in a project for “Administrative Supplies and Equipment.”

EPR Data Entries

Project Name:	General Program Support (field must be entered by user)
Law/Regulatory Area:	MULT (pick field from EPR)
Environmental Category:	PGMT (pick field from EPR, Law/Reg dep.)
Project Assessment:	H/M/L (pick field; high, medium, low)
Compliance Status:	(pick field from EPR, automatically changes class)
Pillar:	PVN or CMP or CNS or CLN(pick field from EPR software)
Fund Command:	(pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor:	04 (pick field from EPR indicating the command sponsoring project)
Cookbook #:	00999 (field must be entered by user)
PPI#:	6 (field must be entered by user, see Appendix E) if the project is for non-media specific training, then use PPI#2.
Progress Code:	9 (pick field from EPR Table 11)
P2 Category:	(select best option pick field from EPR)
Navy Assessment Level:	1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG:	(field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command:	(pick field from EPR indicating command with authority and responsibility for approving the project)

Guidebook #: 00999 (Continued)

Project Name: General Program Support

Regulatory Authority: 1, 4-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates) See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.))

Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: Recurring, overhead requirements tend to follow a stable funding stream over time and should be generally consistent with prior expenditures.

Effective Date: 1 Nov 94

Cost Guidance: Budget year funding requirements will reflect current budget controls. Outyear requirements will be priced using escalation guidance promulgated by ASN(FM&C).